



Employment Application

The City of Terre Haute is an equal opportunity employer. Applicants are considered for employment without regard to race, color, religion, sex, age, disability, national origin, or any other basis prohibited by law, unless such basis constitutes a *bona fide* occupational qualification. The City of Terre Haute will comply with its legal obligation to provide reasonable accommodation to qualified individuals with disabilities.

Date of Application: ____/____/____

Social Security Number: _____

Name (Print) _____
(Last) (First) (Middle)

Phone Number _____

Present Address _____
Number Street City St Zip

If less than one year please provide previous Address:

Number Street City St Zip

Position applied for _____

On what date can you start? _____

Are you available to work: _____ Full Time _____ Part Time _____ Temporary
_____ On-Call _____ Overtime _____ Any Shift

Why do you think you would make a valuable employee for the City of Terre Haute? _____

Why do you desire to make a change from your current employer? _____

Are you legally authorized to work in the United States? _____ Yes _____ No

Will you now or in the future require sponsorship for employment visa status (e.g. H-1B visa status)? _____ Yes _____ No

Are you at least 18 years of age? _____ Yes _____ No

Are you on layoff and subject to recall at another employer? _____ Yes _____ No

Have you filed an application here before? _____ Yes _____ No If yes, give date(s) _____

Have you ever been employed here before? _____ Yes _____ No If yes, give date(s) _____

Do you have any friends or relative that work for the City? _____ Yes _____ No

If yes, please list them by name and relationship: _____

Have you been convicted of or pled guilty to a felony or misdemeanor other than a minor traffic-related infraction? (A conviction or plea will not necessarily disqualify you from consideration for employment. The effect of a conviction will be assessed with respect to time, circumstances, seriousness of the offense, and job responsibilities and duties. However, your failure to list a conviction will disqualify you from consideration for employment or will result in your immediate termination of employment if subsequently discovered.) _____ Yes _____ No

If yes, state the nature of the conviction or plea, the date, and explain: _____

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Education

	Name & City/St	Major	Graduate	Degree
High School			___ Yes ___ No	
College			___ Yes ___ No	
Graduate			___ Yes ___ No	

Employment History

Prior Work Record (Start with most recent or present employer)

1.

Name & Address	Phone Number	
Your Job Title & Duties		
Immediate Supervisor (name & title)	Hire Date	Date Left
Reason for leaving	Starting Rate	Ending Rate

2.

Name & Address	Phone Number	
Your Job Title & Duties		
Immediate Supervisor (name & title)	Hire Date	Date Left
Reason for leaving	Starting Rate	Ending Rate

3.

Name & Address	Phone Number	
Your Job Title & Duties		
Immediate Supervisor (name & title)	Hire Date	Date Left
Reason for leaving	Starting Rate	Ending Rate

May we contact the employers listed above? ___ Yes ___ No If no, please list specific employers you do not want us to contact and the reason you would prefer we did not. _____

Have you ever been discharged, permitted to resign rather than be discharged, or asked to resign from any positions? ___ Yes ___ No If yes, please state the employer, and the reason for the discharge or resignation _____

Which of your previous jobs have you liked best? _____
Why? _____

Which of your previous jobs have you liked the least? _____
Why? _____

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References (no relatives please)

Name _____	Occupation _____	Phone _____
Name _____	Occupation _____	Phone _____
Name _____	Occupation _____	Phone _____
Name _____	Occupation _____	Phone _____

Job Applicant's Statement

(Please indicate that you have read and understand each paragraph of the Applicant's Statement by placing your initials beside each paragraph)

Initials

_____ I certify that this application was completed by me and that all entries and information in it are TRUE & COMPLETE to the best of my knowledge. I understand that false, misleading or omitted information in my application may result in the rejection of my application, the revocation of an offer of employment, or discharge.

_____ I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that an investigation may be made and information may be obtained through interviews with personal references and past employers, through a credit check, a criminal history check and/or a driver's record check. This inquiry may include information as to, among other things, my character, general reputation and personal characteristics, as well as information about my work performance and workplace conduct. I consent to this investigation and to the consideration of any statements of references, former employers or others that are given in response to the inquiry. If the City of Terre Haute decides to obtain a consumer credit report, I understand the City of Terre Haute will provide, at my request, the name and address of the reporting agency so I may obtain from such reporting agency the nature and substance of information contained in such report.

_____ I hereby release all parties, including but not limited to the City of Terre Haute, personal references and previous employers, from liability for any inquiry or damage that may result from their furnishing information concerning me or any action the City of Terre Haute take on the basis of such information.

_____ I understand that, if I am offered a job, as a condition of my employment, I may be required to undergo a physical examination and drug screen, and I hereby authorize any doctor, hospital, clinic, laboratory and/or other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with that examination and related considerations.

_____ I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documents to verify their identity and United States status, or if aliens, their legal authorization to work in the US. Employment is contingent upon my ability to produce the required documentation with the time period required by law.

_____ I understand that this application is not, and is not intended not be, a contract of employment and that any resulting employment is for no fixed period of time and is terminable at any time for any reason by me or the City of Terre Haute. I understand that no representative of the City of Terre Haute, other than an officer, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be valid.

_____ I certify that I am not bound by any employment contract or non-competition agreement that would be breached by any employment that might be offered by the City of Terre Haute.

Signature of Applicant

Date: _____

THIS APPLICATION WILL NOT BE CONSIDERED ACTIVE AFTER 60 DAYS

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